



**BETTY T. YEE**  
**California State Controller**

October 20, 2017

**SUBJECT: 2016-17 Transportation Planning Agencies Financial Transactions Report**

Dear Transportation Fiscal Officer:

This letter provides information regarding the 2016-17 Transportation Planning Agencies Financial Transactions Report (FTR). Government Code (GC) section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within seven months after the close of the fiscal year. The report must contain underlying data from audited financial statements prepared in accordance with the generally accepted accounting principles, if this data is available.

The FTR is due January 31, 2018. Please submit the following document to the SCO (see address below):

- Financial Transactions Report

Please visit [http://www.sco.ca.gov/ard\\_locinstr\\_trpa\\_forms.html](http://www.sco.ca.gov/ard_locinstr_trpa_forms.html) for the electronic reporting program, as well as paper reporting forms, instructions, and information.

Please mail paper forms to:

Local Government Programs and Services Division  
Local Government Reporting Section  
3301 C Street, Suite 700  
Sacramento, CA 95816

The addition of GC section 12463.2 (Chapter 781, Statutes of 2014) requires local government agencies (e.g., counties, cities, and special districts) to report information relating to the imposition of each locally assessed parcel tax on the SCO annual FTR. Please visit [http://www.sco.ca.gov/ard\\_locinstr\\_ParcelTaxRequirements\\_forms.html](http://www.sco.ca.gov/ard_locinstr_ParcelTaxRequirements_forms.html) for more information regarding the reporting of parcel taxes.

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Please note that in accordance with GC section 12464, if the reports are not made in the time, form, and manner required – or there is reason to believe that a report is false, incomplete, or incorrect – the SCO is authorized to conduct an investigation to obtain the information required. Any costs incurred by the SCO as a result of such an investigation shall be borne by the transportation planning agency.

If you have any questions, or need assistance with downloading the electronic reporting program, please contact the Local Government Reporting Section at [LGRsupport@sco.ca.gov](mailto:LGRsupport@sco.ca.gov) or (916) 322-9672.

Sincerely,

*(Original signed by)*

RENEE HSZIEH, Bureau Chief  
Local Government Policy and Reporting